

## **RELATIVE PLACEMENTS (NON-KINSHIP CARE):**

Placements in the home of relatives that are either authorized or supervised by your agency (this includes those that resulted from a court order as well as those that were not court ordered) should be documented in eWiSACWIS. In most cases these placements will not generate a payment (contact your supervisor or fiscal manager if a payment is needed). Often, a relative placement is the first placement a child experiences after their removal from their family home. This makes it important that this placement is recorded and that the "Date removed from his/her home" is accurately recorded on the Placement and Services page.

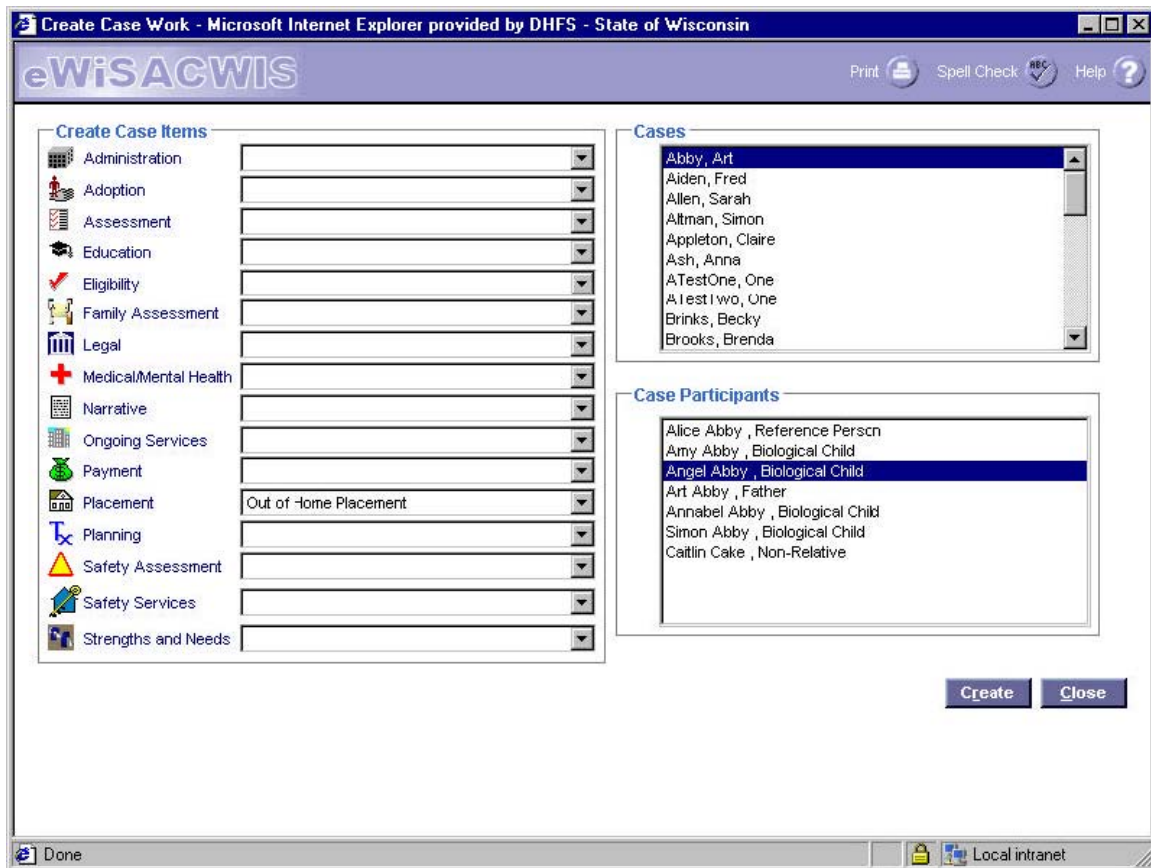
It should be noted that an unlicensed non-relative provider can become licensed. In the event that this occurs, the unlicensed placement that would be created initially should be ended the day before the provider's license becomes active. A new placement would be created for the appropriate licensed service type effective the date the license becomes active.

The Out-of-Home placement page should be used for only those placements that the child welfare agency seeks a TPC order for. For temporary detentions where a child is left with a relative or non-relative for a few hours until the parents can be located, those situations do not have to be recorded as Out-of-Home placements.

Successful documentation of an Out-of-home Placement or an In-home service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks For All Settings (In-Home & Out-of-Home)" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.



## Create Casework Page

### Step 1 of 4

- From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**Child**  
 Child: Abby, Angel Case Name: Abby, Art Request Number:

**Service** **Provider**

**Placement Begin**

**Placement Begin Date:** 04/12/2004 **Placement End Date:** 00/00/0000  
**Date Removed from his/her home:** 04/12/2004 Estimated End Date: 00/00/0000  
 VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement  
☐ This is an Adoptive Placement  
[Removal Reasons](#)

Does the agency have legal responsibility of the child at the time of removal?  
☐ Yes ☐ No ☒ N/A

☒ This Placement is the result of a transfer  
☐ This is an Emergency Situation  
☐ After Hours Placement

**Service Category:** Relative Care - Unlicensed  
**Service Type:** Relative Care - Court Ordered  
**Placement Status:** Relative - Unlicensed

Child Specific Rate: \$0.00  
 Current Basic Rate:  
 Administrative Fee: \$0.00  
 Exceptional Amount: \$0.00  
 Supplemental Points: [Supplemental Points](#)  
 Supplemental Points Amount: \$0.00  
 Current Total Monthly Payment:

Options:

Done Local intranet

## Placements and Services Page>Service Tab

### Step 2 of 4

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Relative Care – Unlicensed
- In the Service Type field choose the appropriate value
- In the Placement Status field choose Relative-Unlicensed

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**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Abby, Angel Case Name: Abby, Art Request Number:

**Service** **Provider**

☐ Yes ☐ No ☒ N/A  
☐ This Placement is the result of a transfer  
☐ This is an Emergency Situation  
☐ After Hours Placement

Administrative Fee: \$0.00  
 Exceptional Amount: \$0.00  
 Supplemental Points: [Supplemental Points](#)  
 Supplemental Points Amount: \$0.00  
 Current Total Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered **Primary Caretaker:** Alice Abby  
**Caretaker Structure:** Married Couple **Secondary Caretaker:** Art Abby

**KIDS Referral**

**KIDS Referral**

Is this referral in the best interest of the child? ☒ Yes ☐ No  
 Is this placement expected to be long term? ☒ Yes ☐ No  
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

## Placements and Services Page>Service Tab (continued)

### Step 3 of 4

- Enter the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

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**eWISACWIS** Print Spell Check Help

**Child**  
 Child: Abby, Angel Case Name: Abby, Art Request Number:

**Service** **Provider**

**Provider Information**  
**Name:** Hilda Hills [Search](#) ID: 20200 Contact:  
 C/O:  
 Street: 98 Hillside Blvd. Apt:  
 City: Madison State: WI Zip: 53704 Country:  
 Phone: Ext: Fax: Alt Phone: Alt Ext:  
 Email:

**Payment Information**  
 Parent Agency: Hilda Hills  
 Target Pop: CHIPS - Other  
☐ Override Parent Agency rule

**Kinship Care**  
 Relationship of Child to Kinship Provider:

Split Payment

Options: Go Save Close

Done Local intranet

## Placements and Services Page>Provider Tab

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is “CHPS Other”.
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.